

EMIS Reporting Manual

Appendix H Career-Technical and Adult Education (CTAE) Data



Version 3.00

Appendix H

CTAE WORKFORCE DEVELOPMENT COMPLETER FOLLOW-UP RECORD (GV)

(released August 21, 2006)

This section includes a copy of the Career-Technical Student Follow-up Survey (CTE-2402-5). It may be used to survey students to help collect data for the CTAE Workforce Development (WFD) Completer Follow-up information.

This form can be sent to the student to complete or the information may be obtained over the phone, through e-mail, etc. Based on the information obtained from the student on this form, the option for the CTAE Follow-up Status can be determined by the district and entered at the bottom of this form to help with data entry. Also, the district may enter the Local Classroom Code, EMIS Subject Code, and Student ID # to help facilitate this entry.

CTAE WFD COMPLETER FOLLOW-UP DATA PROCESS

The following process will be used by districts to provide data requested in the CTAE Workforce Development Completer Follow-Up Record (GV):

1. Designated Information Technology Centers (ITCs) will extract Yearend (N) 2006 data for students who completed a career-technical education workforce development program. The selection criteria are listed (below) in the section titled CTAE WFD Completer Follow-Up Selection Criteria.
2. The extracted files will be made available to all districts.
3. An update program will be available at all ITCs to update the following fields in the extracted files:
 - A. CTAE Follow-up Status Data Element (GV060)
 - Indicates the status of the student's employment/education 6-9 months after completing the program
 - Valid reporting options are:

01	Entered military (related)
02	Entered military (non related)
03	Employed related and pursuing related education
04	Employed related and pursuing non-related education
05	Employed related and not pursuing additional education
06	Employed non-related and pursuing related education
07	Employed non-related and pursuing non-related education
08	Employed non-related and not pursuing additional education
09	Not working and pursuing related education only
10	Not working and pursuing non-related education only
11	Not working, but actively seeking employment
12	Not in the workforce and not seeking employment
13	In the voluntary labor force
14	Status unknown
97	Deceased
98	Reported incorrectly as completer in prior school year's Yearend (N) reporting and student is not currently enrolled
99	Reported incorrectly as completer in prior school year's Yearend (N) reporting and student is currently enrolled

EMIS Manual FY 2007
Released August 23, 2006

- B. Local Classroom Code Flags (LCC Flag 1=GV340; LCC Flag 2=GV370; LCC Flag 3=GV400; LCC Flag 4=GV530; LCC Flag 5=GV560)
- If a student is a completer in two different areas, this flag allows the district to designate which area is being submitted as the primary completer area. Both sets of course and local classroom codes will be extracted into the file. The flag should be changed to "Y" if the alternate set of codes should be considered to be the primary set.
 - Valid reporting options are:

N	No (default)
Y	Yes
4. To update the fields above, the Career Technical Student Follow-up Survey (CTE-2404-5) may be used to survey students and help collect these data.
5. Alternatively, the updates to the extracted file could be made by a separate program written by an ITC, private vendor, or school district as long as the user can only modify the three fields explained above. The file must remain in the format sent to districts and ITCs in January 2007, and would still need to be run through the final State Software Development Team (SSDT) program. (Refer to Chapter 5, section 5.1.10 CTAE Workforce Development Completer Follow-Up Record, for the required file format.)
6. Once the data are entered, another program, provided by the SSDT, will be run to remove the student name and student ID, so the data are not personally identifiable.

CTAE WFD COMPLETER FOLLOW-UP EXTRACTION CRITERIA

The CTAE Workforce Development Completer Follow-up data must be submitted by the district that employed the teacher of the CTAE Workforce Development Program. An extraction program will be run by the ITC for each school district that it serves. Students who met ALL of the following criteria will be included in the extraction:

1. Student was enrolled in the district at some time during the previous year.
2. Student completed a career-technical workforce development program taught by one of the district's instructors as of the end of the previous year (CTAE Workforce Development Program Completer is "Y")
3. The student had a **Diploma Date** (Diploma Date Element (GK260) not equal to zeroes)

Or

The student had a **Date of Withdrawal/Dropout/Truancy Proceedings** (Date of Withdrawal/Dropout/Truancy Proceedings Element (GK230) not equal to zeroes) and **Withdrawal Reason** (Withdrawal/Dropout/Truancy Reason Element (GK240)) of one of the following:

- | | |
|----|---|
| 47 | Student withdrew pursuant to <i>Yoder vs. Wisconsin</i> (Only used for 8 th grade students) |
| 71 | Withdrew pursuant to truancy/nonattendance |
| 72 | Pursued employment/work permit (Superintendent Approval on file) |
| 73 | Over 18 years of age |
| 74 | Moved; not known to be continuing |
| 75 | Student completed course requirements but did NOT pass the appropriate statewide assessments required for graduation. In the case of a student on an IEP who has been excused from the individual consequences of the statewide assessments, using this code indicates that the student completed course |

requirements but did not take the appropriate statewide assessments required for graduation.

99 Completed graduation requirements

4. Student was enrolled in a course with a course type = VV1, VV2 or VT1, and
5. Student was enrolled in a course with one of the following subject codes:
 - A. 01XXXX except 010001
 - B. 04XXXX except 040001
 - C. 07XXXX except 070001 or 070005
 - D. 09XXXX except 090001 or 0901XX
 - E. 14XXXX except 140001 or 140200
 - F. 17XXXX except 170002, 170003, 170004, 170005, 170006, 172809 or 172812
 - G. 990371

CAREER-TECHNICAL STUDENT FOLLOW-UP SURVEY

Name _____ School _____

You have received this survey because you completed a Career-Technical program within the last year. Your answers to the survey questions help determine the effectiveness of our school's programs and help us complete required reports. Your name will not be used on any report and your answers will be kept in strict confidence. Your cooperation in completing this brief survey is essential to guarantee comprehensive, reliable, and timely reporting.

Section 1.

1. What is your current educational status? (Check one)

Currently attending school and my major field of study is _____
Not currently attending school

2. What is your current employment status? (Check one)

Employed (includes all employment, except full-time military employment) (Please fill out Section 2.)
Full-time military employment (In Section 2, please fill out Job Title and Job Duties and answer question 4.)
Not working but pursuing additional education
Not working but actively seeking employment
Not working and not seeking employment
In the voluntary labor force

IF YOU ARE EMPLOYED, PLEASE COMPLETE THE REMAINING INFORMATION. (If not employed, survey is complete.)

Section 2.

3. Please provide the following information about your present job.

Name of employer (if self-employed, please write "self") _____
Employer street address _____
City _____ State _____ Zip Code _____
Job Title _____
Job Duties _____

4. Is this job related to your field of career-technical training? (Check one)

Yes, it is directly or closely related.
No, it is only remotely related or is not related at all.

THANK YOU FOR COMPLETING THIS SURVEY.

Please return this survey to the school district where you received your Career-Technical training.

FOR SCHOOL DISTRICT USE ONLY

Please enter ONE CTA Follow-up Status for this person

Local Classroom Code _____

Student ID# _____

EMIS Subject Code _____